



## MYBUILDINGPERMIT.COM EPLAN MOVE PERMIT APPLICATION CHECKLIST

A move permit is required for every building, house, structure or other similar object which exceeds one or more of the following dimensional combinations or weights when placed on a trailer or other moving platform to be transported on a City of Kirkland right-of-way:

<b>Width: 8' 6"</b>	<b>Height: 14'</b>	<b>Length: 53'</b>	<b>Single axle weight: 20,000 lbs</b>	<b>Double axle weight: 34,000 lbs</b>
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A complete application, fees, bond or cash deposit, and certification of insurance must be filed with the City of Kirkland Building Department no later than five working days prior to the requested move date.

### **TYPES OF MOVES**

**CLASS I:** Originates outside of the City of Kirkland to a destination within the City of Kirkland.

**CLASS II:** Originates within the City of Kirkland to a destination within the City of Kirkland.

**CLASS III:** Originates within the City of Kirkland to a location outside of the City of Kirkland.

**CLASS IV:** Origin and destination are both outside of the City of Kirkland, but passes through the City of Kirkland.

- ☐ **A \$1,000,000 COMMERCIAL/GENERAL LIABILITY INSURANCE POLICY (CERTIFICATE OF INSURANCE)** naming the City of Kirkland as an additional insured must be provided for all moves. This insurance will provide coverage for each occurrence against claims for injuries to people or property damage which may take place while work is performed under this Move Permit. In addition, the insured shall provide proof of automobile liability insurance in at least the minimum amount required by law.
- ☐ **A (MINIMUM) \$10,000 CASH DEPOSIT OR BOND** for property damage incurred en route is required for all moves when three or more dimensional combinations or weights are exceeded.
  - ☐ Cash – Property Damage Security Agreement (Complete **Form A**)
  - ☐ Bond – Move Property Damage Bond (Complete **Form B**)
- ☐ **A (MINIMUM) \$5,000 PERFORMANCE SECURITY CASH DEPOSIT OR BOND** if relocating **into** the City of Kirkland (**FOR CLASS I & CLASS II ONLY**).
  - ☐ Cash – Performance Security Agreement (Complete **Form C**)
  - ☐ Bond – Move Performance Bond (Complete **Form D**)
- ☐ **DESCRIPTION OF ROUTE** to be taken and outline route of travel on a map.  
**NOTE:** It is the responsibility of the mover to drive the route prior to submittal to determine whether trees will need to be moved.
- ☐ **IF TREES ON THE PROPERTY COULD BE ADVERSELY AFFECTED OR NEED TO BE REMOVED BY MOVE ACTIVITY** submit a site plan detailing the location, type of trees, tree fencing, and other tree plan

information as outlined in the [Tree Retention Plan](#). Contact the Planning Department for more information.

**ADDITIONAL NOTES:**

- A separate building permit must be issued for sales trailers, school portables, and other structures which require a foundation **before** a move application can be approved. Contact the Building Department for more information.
- A separate demolition permit must be issued for any demolition work, including, but not limited to, removing skirting, disconnecting utilities, or demolition of a foundation) **before** a move application can be approved. Contact the Building Department for more information.